



## U3A-ACT Inc. Policy Number P10

<b>Asset Management Policy</b>	
<b>Publication date:</b> 15 December 2023	<b>Applies to:</b> All members
<b>Responsible person:</b> Treasurer / Assets Officers	<b>Scheduled review date:</b> At least once every three years as determined by the Committee
<b>Approved by:</b> Committee meeting 6 November 2023	<b>Authors:</b> Graeme Swift (Treasurer), Louise Morauta (Facilities Manager), Chris Farrelley (IT Equipment Manager)

### INTRODUCTION

U3A-ACT Inc. (U3A) holds a range of assets which have been purchased or donated to perform the business of the association. Rule 14 (a) of U3A Objects and Rules requires the Committee to 'control and manage the affairs of the association'. Our insurances require us to name, manage and monitor any item that is worth more than a specified amount.

### PURPOSE

This policy describes how assets will be managed and monitored across U3A in order to ensure due diligence in regard to equipment and other items purchased with members' funds, or purchased through a grant, or donated. Proper management of assets is one element in meeting our obligations under Rule 14 (a) and allows us to meet our financial and insurance responsibilities.

This policy has one Attachment:

**Attachment A:** Asset Register Template

### DEFINITIONS

**Asset:** Durable items of financial value of at least \$50 held by U3A that contribute to U3A carrying out its objects, but not including consumables.

**CER:** The centralised electronic repository which holds all official U3A files.

**Depreciable Asset:** An item of enduring value to U3A with an initial purchase price to U3A (including delivery and installation costs but less GST) of \$1,000 or more.

## **POLICY**

The Treasurer will be responsible for the implementation of this policy, assisted as necessary by volunteers.

### **1. Acquiring assets**

- 1.1. All assets must be purchased in accordance with the *Financial Commitments and Payments Policy*.
- 1.2. Upon acquisition assets must be recorded in the Asset Register and coded according to the classifications in Attachment A.
- 1.3. The person who has authorised the purchase of the asset must advise the Treasurer, or a person appointed by him or her, that the item is to be added to the register.
- 1.4. At least once per quarter the revised register should be lodged in the CER.
- 1.5. If an acquired asset has a value of over \$1,000 - except if purchased through a grant or donated, the Treasurer must capitalise the purchase and include the asset on the depreciation schedule.
- 1.6. If the acquired asset is attractive and moveable and has a value of over \$2,500, the Treasurer must inform the association's insurers of the new asset, its value and location.
- 1.7. One month prior to the annual renewal date of property insurance, the replacement value of all items should be checked against the value shown on the association's property insurance, and if the value has changed through acquisitions or disposals by more than five per cent, notify the insurer of the new value.

### **2. Recording of assets**

- 2.1. All assets are to be recorded in a manner that meets the minimum data requirements of the Assets Register (**Attachment A**).
- 2.2. Recording of assets in the register will be overseen by the Treasurer.

### **3. Responsibility for Asset Register**

- 3.1. The Treasurer is responsible for the Assets Register ensuring that it is established, kept up to date, reviewed annually and filed in the CER.

### **4. Donated Assets**

- 4.1. All assets donated to the association must be recorded on the asset register including details of the donation and any conditions of use. Replacement value will be recorded to assess treatment under para 1 above.

### **5. Storing assets**

- 5.1. Assets should be protected using a common-sense approach, with more valuable assets being stored securely.

## **6. Accessing moveable assets**

6.1. Procedures for members to borrow and return assets must be in place.

6.1.1. The Treasurer in consultation with the Facilities and IT equipment managers, will be responsible for designing and implementing these procedures.

6.1.2. These procedures should be commensurate with the value of the assets involved.

6.2. Office and other volunteers will be briefed about the procedures at induction.

6.3. It should be noted that in regard to all assets, members are personally responsible for items that have been signed out to them and are also liable for any loss or damage not recoverable from U3A insurers.

## **7. Monitoring Assets**

7.1. The Treasurer will ensure that an annual audit or stocktake of assets is conducted against the Register and, in consultation with the Facilities and IT Equipment managers make recommendations from the audit to the Committee. Such recommendations may include replacement of assets.

7.1.1. The audit should reflect where possible the asset's value and remaining useful life.

7.2. Where an annual audit or stocktake of assets reveals loss or suspected theft of an asset, the Treasurer will refer the matter to the appropriate manager (Facilities, IT Equipment, Office manager) for investigation. Where not satisfactorily resolved, the manager will refer the matter to the Committee for decision.

7.2.1. The Committee will consider what action is appropriate, including the possibility

7.2.2. under Rule 12 of Objects and Rules if theft is evident and provable.

7.3. Assets found to be missing in two consecutive annual audits can be written off by the Treasurer.

## **8. Writing off assets**

8.1. A depreciable asset with a residual value can be written off by the Treasurer, and the Facilities or IT Equipment managers as applicable. Where an asset is written off by the Facilities or IT Equipment manager, the manager must notify the Treasurer who will enter the information in the asset system.

8.2. All other assets may be written off by the Treasurer, the Facilities, or the IT Equipment managers. For these assets the Facilities or IT Equipment manager may enter the write-off in the asset system themselves.

8.3. Assets may be written off if they are:

8.3.1. broken or damaged beyond cost effective repair;

8.3.2. outdated and can no longer serve the purpose for which they were purchased;

8.3.3. no longer available for use as determined by the Treasurer under paragraphs 7.2 and 7.3.

8.4. Assets that have been written off must be appropriately disposed of in accordance with paragraph 9.

## 9. Disposal of assets

9.1. Where assets have been written off and have no salvageable value, including items under 8.3.1, they should be disposed of in the most practical and environmentally sustainable way possible.

9.2. Where assets may have some salvageable value which could accrue to U3A, the following options in order of preference should be considered for disposal, with the method or methods chosen depending on the nature of the asset:

- 9.2.1. offered to members for purchase;
- 9.2.2. offered to the general public for purchase;
- 9.2.3. offered to a registered charity as a donation;
- 9.2.4. disposed of in the most practical and environmentally sustainable way possible;
- 9.2.5. there is no requirement to proceed through all these different stages if in the opinion of the relevant manager a stage is not appropriate for the asset concerned;
- 9.2.6. disposal of this type of asset must be open and transparent with details of disposal documented in the asset system.

9.3. Disposal to landfill should be the action of last choice.

9.4. Arrangements for disposal of assets written-off in accordance with paragraph 8 above are the responsibility of the Facilities and IT equipment managers, as applicable.

## SOURCES

U3A-ACT Inc. *Objects and Rules*

U3A-ACT Inc. *Financial Commitments and Payments Policy*

U3A-ACT Inc. *Insurances Policy*

## REFERENCES

<http://policies.uws.edu.au/view.current.php?id=00086>

[https://www.education.vic.gov.au/Documents/school/principals/finance/Fin%20Asset\\_management\\_policy\\_and\\_guidelines%202015.pdf](https://www.education.vic.gov.au/Documents/school/principals/finance/Fin%20Asset_management_policy_and_guidelines%202015.pdf)



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Codes:

P: Printing equipment

C: Computing Equipment

AV: Audio Visual Equipment

FF: Furniture and Fittings

M: Musical Instruments

O: Other

Correct at (Insert date)